MINUTES FOR PROJECT ENGINEERS MEETING Wednesday, June 20, 2001 10:00 AM, Conference Room 'C'

Len Hill, PE, Deputy Highway Administrator, Preconstruction

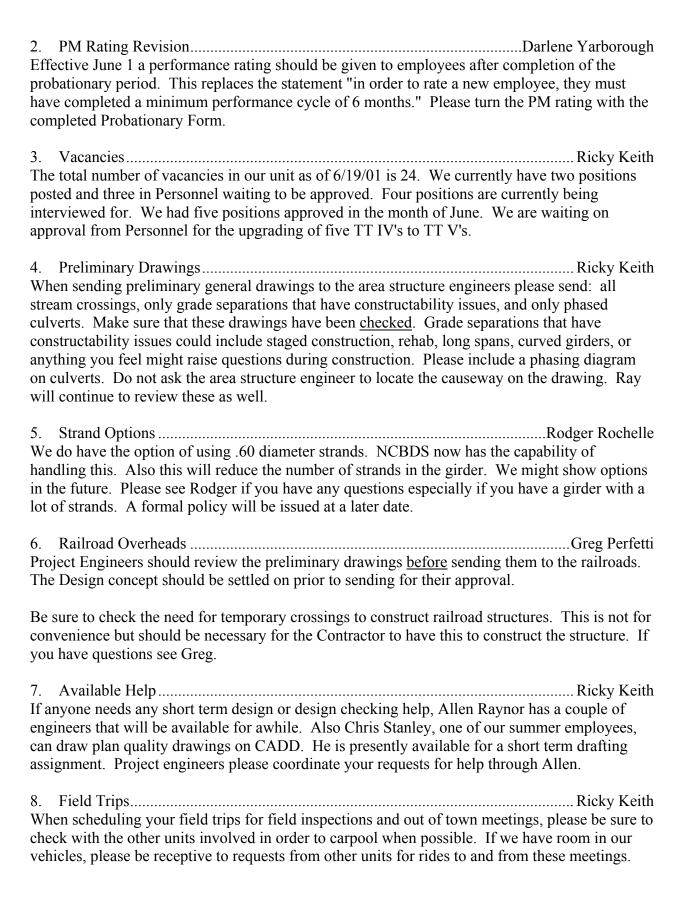
The Technician Competency Based Pay study is currently underway. Jim Kellenberger is working on the development of training needs. A market analysis is being completed for engineers. This study will take into account salaries of private firms, municipalities, and other states. DOT Personnel should have the results by mid August and it should go to State Personnel in October. No word yet on the hiring freeze but things have opened up some. Please express to your employees appreciation for their work efforts and for doing such a good job in meeting project lettings despite personnel shortage.

Debbie Barbour, PE, State Design Engineer

An effort is underway to get early concurrence on permits to eliminate possible redesign at the late stages of project development. She realizes that there is an ongoing problem in being able to retain our employees. We will continue with the flexible work schedules due to the fact that they seem to be working well and are popular with the employees. Debbie also expressed her appreciation for the good job that this Unit is doing.

Secretary Tippett has designated May 24 through September 1 as this year's "100 SAFE Days of Summer." Weekly safety posters containing on and off-the-job safety information are posted on the bulletin board each Monday through August 27th. SAFE Days of Summer bulletins are sent out periodically. They are also posted on the Safety & Loss Control website. Please encourage your employees to read these items. Videotapes containing safety and health-related information are also available for our review. If anyone is interested in these videos, please let me know. To help decease risks of accidents this summer, supervisors are asked to inform & educate your employees on how DOT safety procedures apply to their responsibilities and assigned job tasks.

Please encourage your employees to abide by the Century Center Security Policy & Procedures as stated in the June 8 memo from Debbie Barbour, she reminded us that ID badges must be worn at all times at the waist or above with the picture displayed face up. Please do not allow other employees that do not have their badges or non-DOT visitors without a badge to enter the building. Please advise them to enter at door A-4. We had an incident of an irate individual entering the building without following the proper procedures. Luckily no one was hurt. If you ever experience a similar situation or feel that you are in danger, call security and/or 911 immediately.



12. Other

Temporary Shoring for Maintenance of Traffic - please be sure that you check your projects to see if this is needed. This is a Roadway pay item, but we show the location on the General Drawing.